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16 SEP 1956

25X1A8a

MEMORANDUM FOR:

DD/P

Director of Security
Chief, Medical Staff
General Counsel ✓
Director of Communications

SUBJECT:

Employee Emergencies

1. The DDCI has approved an operating procedure to be used in employee emergencies, as described in Agency 25X1A [redacted] This procedure calls for close working relationships between the Office of Personnel and other interested offices in order to assure coordinated action and immediate notification of the emergency addressee or next of kin in the event of an employee's serious illness, injury or death.

2. We believe that it is desirable for the individuals who have been designated to handle such cases as representatives of their offices to discuss in detail their respective responsibilities. It is accordingly requested that your representatives attend a meeting in my office on 18 September 1956 at 2:00 P. M. Inasmuch as the Office of Communications has a considerable number of employees who might be affected by emergency situations, a representative from that Office is also invited.

Harrison G. Reynolds
Director of Personnel

Distribution:

~~1 - D/Pers~~

1 - [redacted]

25X1A

1 - D/Security

1 - Employee Emergency File

1 - C/MS

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1 - Commo

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